

CITY OF LINCOLN
RECREATION SUPERVISOR

<i>Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications <u>may not include all</u> duties performed by individuals within a classification. In addition, specifications are intended to outline the <u>minimum</u> qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.</i>
--

DEFINITION:

Under direction, plans, implements, coordinates, supervises, schedules, evaluates and promotes recreation programs and events within assigned programmatic areas, such as special events, special classes and pre-school, youth, teen, senior, cultural, sports, Summer Day Camp and aquatics programs; works with community groups and individuals in providing programs; provides public information and markets programs; ensures quality of programs and safe work practices; acts as office manager; serves as a technical resource for assigned personnel; demonstrates a full understanding of all applicable policies, procedures and work methods associated with assigned duties; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Recreation Supervisor** is the supervisory level class responsible for the coordination and implementation of one or more specialized recreation programs and/or events. This classification is distinguished from the next higher classification of Recreation Program Manager in that the latter is responsible for overseeing all programs and operations, as well as possessing administrative responsibilities.

SUPERVISION RECEIVED/EXERCISED:

Receives general direction from the Recreation Program Manager. Exercises direct and indirect supervision over assigned staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Plans, implements, coordinates, supervises, schedules, evaluates and promotes recreation programs and events within assigned programmatic areas, such as special events, special classes and pre-school, youth, teen, senior, cultural, sports, Summer Day Camp, sister city and aquatics programs; develops and schedules special events and activities; markets programs; prepares and coordinates the development of event publicity, including press releases, flyers, pamphlets, brochures, graphics and visual displays.
- Conducts informal assessments and surveys to determine recreational needs and interests of the community; develops and implements new programs and events; evaluates program proposals submitted by instructors; plans and schedules programs' timing and locations, including obtaining required permits.
- As required may coordinate and manage the usages/rental of city facilities.

RECREATION SUPERVISOR

Page 2

- Recruits, hires and supervises part-time, and contractual employees and volunteers; assumes responsibility for motivating and evaluating assigned personnel; identifies training opportunities and needs; provides training programs for staff; develops schedules and work methods for performing assigned duties; ensures adherence to safe work practices, methods, procedures and practices; initiates disciplinary procedures as appropriate.
- Assists in the development of the annual budget for assigned programs; monitors and administers expenditures; recommends appropriate fee levels; forecasts revenues and program costs; purchases and maintains supplies and equipment; secures financial support and community participation; solicits and contracts for services related to assigned needs, including sound equipment and food concessions.
- Participates in the development of policies and procedures; recommends programs, activities and work methods to higher level personnel; evaluates programs for effectiveness and efficiency.
- Maintains records and develops various types of correspondence, including reports, letters, agendas, grants, proposals and web pages; designs marketing campaigns, including designing promotional material, press releases and public service announcements; produces quarterly recreation department activity guide, including contracting services and coordinating, collecting and editing text and entries.
- Attends and participates in organizational and community meetings; meets with school, business and community groups to create partnerships; works with community groups and individuals in the evaluation of recreational programs and activities; stays current on issues relative to the field of community recreation; responds to and resolves community questions and concerns.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in keeping records and preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents and acute hearing is required when providing phone and personal service. The nature of the work may require the incumbent to work outdoors, lift equipment and materials weighing up to 25 pounds and come in contact with chemical agents used in pool maintenance.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Recreation Supervisor**. A typical way of obtaining the required qualifications is to possess the equivalent of one year of responsible administration experience, with some supervisory responsibility, in the delivery of recreation programs and/or events, and a bachelor's degree with major course work in recreation, sociology, public administration or related field.

License/Certificate:

Possession of, or ability to obtain, a valid class C California driver's license, and possession of, or ability to obtain, CPR, First Aid and Pool Operator certifications may be required for some positions.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Principles, practices, methods, equipment and materials used in the delivery of recreation, leisure and other special events and activities; techniques for the design of program content for specialized community activities; grant writing and administration; techniques for evaluating community recreation program needs; methods and techniques of scheduling recreational events and program activities; basic principles and practices of recreation program budget development, administration and evaluation; contract negotiation and administration; methods and techniques of supervision, training and motivation; methods and techniques of supervising volunteer, seasonal, part-time and/or contractual staff; basic principles of mathematics; applicable federal, state and local laws, codes and regulations related to youth and senior program activities; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Supervise, manage and oversee the delivery of recreation, leisure and other special events and activities; design, develop and implement recreation programs and special events suited to the needs of the community; maintain detailed recreation and leisure program records, including registration and enrollment fees; enforce safe practices as related to specific recreational programs; work flexible hours, including holidays, evenings, weekends and split shifts; implement, explain and apply applicable laws, codes and regulations related to recreation and leisure program activities; plan, organize, train, evaluate and direct work of assigned staff; make adjustments to program procedures to improve effectiveness and comply with regulatory changes as appropriate; help develop and administer a budget for assigned program activities; analyze recreation and leisure program issues, and develop and recommend appropriate responses; negotiate and oversee leisure and recreation service contracts; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

RECREATION SUPERVISOR

Page 4

Operate an office computer and a variety of word processing and software applications, and safely and effectively operate equipment used in the provision of recreational services and special events.